



# Georgia Archives Facility Use Guide

The Georgia Archives is home to a treasured collection of historical documents that preserve the state's rich and varied past. Professional organizations and civic groups with a compatible mission may use the Archives facilities for board meetings, small conferences, or workshops.



***The Georgia Archives SW Façade at Night.***

*Photo: Hellmuth, Obata + Kassabaum*

- During our regular hours, your participants are welcome to conduct personal research in the Research Room in their free time. (On-site registration and photo ID required).
- Free "behind-the-scenes" tours of the Archives building may be scheduled.
- Our Documents Exhibit Room showcases Georgia's history with original documents from the Archives.
- Our facility is fully accessible and compliant with ADA regulations.
- The Archives is located at exit 233 of I-75 providing convenient access from all over the state.
- Ample free parking is available.
- Lodging, restaurants, and unique area attractions are located within minutes of the building.

The hours for the use of the facility are Tuesday through Friday, 8:30 a.m. to 4:30 p.m., excluding state holidays. Booking of other days or after-hour events is contingent upon staff availability and additional charges will apply. To accommodate special events, early access to the facility may be arranged beginning at but not prior to 8:15 a.m.

For more information, contact Public Services at 678-364-3730.



## **THE GEORGIA ARCHIVES**

*Karen Handel, Secretary of State  
David W. Carmicheal, Director*

5800 JONESBORO ROAD  
MORROW, GA 30260  
TEL: 678-364-3730  
WWW.GEORGIAARCHIVES.ORG

## Event Checklist

### Before the Event

Contact Public Services at 678-364-3730 to discuss your meeting needs. Please have the following information ready:


- ☐ Date and time of event
- ☐ Anticipated number of participants
- ☐ Contact information for the primary person responsible for the event
- ☐ Additional tables needed inside or outside the room (registration, etc.)
- ☐ Audiovisual needs (Internet access is through Archives computers only)
- ☐ Catering and food delivery needs
- ☐ If tour and/or orientation of Archives requested
- ☐ If Archives staff is to speak to group

### After the Event


- ☐ Leave all tables and chairs the way you found them.
- ☐ Remove all leftover food and drink before leaving. (No food may be left overnight.)
- ☐ Supervise the removal of catering equipment. You may not wait until the following day to do this.
- ☐ Put all trash in wastebaskets and remove all meeting materials.

## Meeting Room Descriptions

### CLASSROOM (114)

Floor	First	
Square Footage	960 sq. ft.	
Setup Style	Classroom — podium, 4 rows of seating (8 seats per row)	
Maximum Capacity	32 seats	
Audiovisual Equipment	<ul style="list-style-type: none"> <li>◆ 2000 ANSI Lumen XGA LCD Video/Data Projector</li> <li>◆ Ceiling mounted retractable screen</li> <li>◆ Laptop computer</li> <li>◆ VHS/DVD machine</li> <li>◆ Microphone system</li> <li>◆ Erasable marker white boards</li> </ul>	

### TRAINING ROOM (210/212)

Floor	Second	
Square Footage	1230 sq. ft.	
Setup Style	Classroom — podium, 9 rows of seating (6 seats per row)	
Maximum Capacity	54 seats	
Audiovisual Equipment	<ul style="list-style-type: none"> <li>◆ 2600 ANSI Lumen XGA LCD Video/Data projector</li> <li>◆ Ceiling mounted retractable screen</li> <li>◆ Laptop computer</li> <li>◆ VHS/DVD machine</li> <li>◆ Microphone system</li> <li>◆ Erasable marker white boards</li> </ul>	

### BEN W. FORTSON, JR. BOARD ROOM (217)

Floor	Second
Square Footage	850 sq. ft.
Setup Style	Conference Table
Maximum Capacity	18 seats
Audiovisual Equipment	<ul style="list-style-type: none"> <li>◆ 3500 ANSI Lumen XGA LCD Video/Data Projector</li> <li>◆ Wall mounted projection screen</li> <li>◆ Laptop computer</li> <li>◆ VHS/DVD machine</li> <li>◆ Microphone system</li> <li>◆ Integrated color touch panel control</li> <li>◆ Video and audio conferencing capability (extra costs will apply)</li> </ul>

## Public Facilities

### PUBLIC SERVICES KITCHEN (224)

Floor Second

Square Footage 70 sq. ft.

- Amenities
- ◆ Microwave oven
  - ◆ Icemaker
  - ◆ Refrigerator with freezer
  - ◆ Hospitality cart
  - ◆ Coffee maker
  - ◆ Food warming rack
  - ◆ Dishwasher



## FEES

Room	Type	
114	Classroom	\$250
210/212	Training Room	\$350
217	Board Room	\$300
Lobby	Reception	\$750

### Miscellaneous Fees

Staff Assistance	\$50 (1-4 hours) \$100 (4-8 hours)
Clean up charge (if applicable)	\$100
Cancellation charge (if applicable)	\$100

## Policies

### Alcohol

Alcoholic beverages may be consumed on the property in compliance with current Georgia law. Employees of the Office of Secretary of State are strictly prohibited from providing or serving alcoholic beverages on the premises. Alcoholic beverages may not be sold on the property.

### Audiovisual Equipment

All audiovisual needs must be coordinated with Public Services at least five (5) business days prior to the day of the program. Changes made less than forty-eight (48) hours prior to the event are subject to availability and cannot be guaranteed. The projector requires the use of a Georgia Archives laptop computer. Speakers/presenters should bring their presentation on a CD or jump/flash drive. The Georgia Archives will not set up, maintain, or store client-owned equipment.

### Cancellations

Cancellations must be made in writing and are subject to a cancellation fee. Clients who cancel less than twenty-four (24) hours prior to the event will be charged room use fees and other applicable fees.

### Food and Beverages

The unique mission of the Georgia Archives requires stringent restrictions on food and beverages in the building. With prior approval from Public Services, food may be brought in by clients or caterers with the following restrictions:

- All food deliveries must be made via the loading dock located in the rear of the building and must be arranged in advance with Public Services.
- Caterers who must set up food displays or have access to the Public Services Kitchen are required to sign a Georgia Archives Catering Contract (Appendix B) and be approved by Public Services.
- For a list of prohibited foods, please see Appendix A.
- Food and beverages are permitted in meeting rooms and the kitchen but may not be carried beyond approved areas.

A spacious public lounge is available on the first floor for use by all who visit the Georgia Archives. Room amenities include tables, a microwave oven, a soda machine, a coffee machine, a snack machine, and a sandwich machine. There is no refrigerator or sink in the lounge. The lounge seats 22 comfortably. This room cannot be reserved for the exclusive use of any one group.

No food or drink is allowed in proximity to Georgia Archives computers.

### Parking

Parking at the Georgia Archives is free. Groups are asked to park in the staff/event parking lot at the rear of the building (off Clayton State Boulevard) unless a mobility problem prevents them from doing so. Buses and vans may unload at the front but must park in the lot at the rear of the building. Please see page 8 for directions.

*Policies continued on next page*

## Policies Continued

### Payment

Clients will be billed prior to the scheduled event. Payment must be received five (5) business days before the event. Failure to receive the payment may result in cancellation. Please make checks payable to the Georgia Archives and send to Public Services, Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260.

### Pets

Animals are not allowed in the Georgia Archives except for service animals.

### Public Services Kitchen

There is no charge for use of the Public Services kitchen, but clients are advised to make an appointment for an orientation to the kitchen equipment. Clients must adhere to the policies outlined in the Catering Contract (Appendix B). Failure to leave the kitchen in its original condition will result in a clean-up charge.

### Publicity

All publicity, invitations, or announcements must reflect the venue name as The Georgia Archives.

### Reservation Procedures

Clients interested in reserving space should call Public Services to check availability and discuss options. An event is confirmed once a Room Reservation Form has been completed and a confirmation letter/invoice has been issued. Reservations may be made up to six months in advance.

### Room Use Fees

Room use fees are charged by the day regardless of the number of hours the room is used. The fee includes audiovisual equipment, up to two extra tables, and interior directional signs. Clients are responsible for any additional expenses associated with the event.

### Security

Although the facility remains locked after hours and regular security patrols are made, the Georgia Archives cannot guarantee, nor be responsible for, the security of equipment or items left overnight by any client. For after-hours events, clients will be charged for costs associated with security personnel.

### Signage

A limited number of stands are available to display event signs. No signs, decorations, or displays may be affixed to walls, columns, doors, rails, ceilings, floors, or furniture inside or outside the facility. Room rental includes directional signs inside the building.

### Smoking

The Georgia Archives is a smoke-free facility.

*Policies continued on next page*

## Policies Continued

### Staff Assistance Fees

Additional fees will apply if Archives staff are needed to monitor meeting details during the event or run equipment beyond the initial set-up.

### Tours

Tours of the Georgia Archives are provided free of cost but must be scheduled in advance. Please discuss options with the Public Services staff.

- The general building tour includes a brief history of the Archives and provides glimpses into researchers' areas, archival storage vaults, reformatting laboratory (scanning/microfilming), and conservation laboratory.
- Tours through the Research Room include an explanation of the holdings but do not include an orientation on how to conduct research. Please speak to Public Services in advance to arrange for a research orientation.
- Group research at the Georgia Archives must be scheduled in advance. For groups with research arrangements, please allow additional time to register individuals who do not yet have a Georgia Archives Researcher Card or who must renew their card. To facilitate the process, researcher applications can be mailed to your group in advance.
- Paper and pencils are welcomed, but materials such as pens, markers, envelopes, bags, and backpacks must be secured before a tour begins. Lockers and/or a cloakroom will be provided free of charge.

## Location

The Georgia Archives is conveniently located at 5800 Jonesboro Road in Morrow. Adjacent to Clayton State University, the Georgia Archives is accessible via major highways I-75, I-285, I-675, and Georgia Highways 54 and 331. Parking is free. Groups are asked to park in the staff/event parking lot at the rear of the building (off Clayton State Boulevard) unless a mobility problem prevents them from doing so. Buses and vans may unload at the front but must park in the lot at the rear of the building.

### By Car

From I-75: Take Interstate 75 to Exit 233 (Morrow/Jonesboro Road). Travel north (left from either direction) on Highway 54 (Jonesboro Road) past Clayton State Boulevard. Turn right into the parking lot at the front of the building.

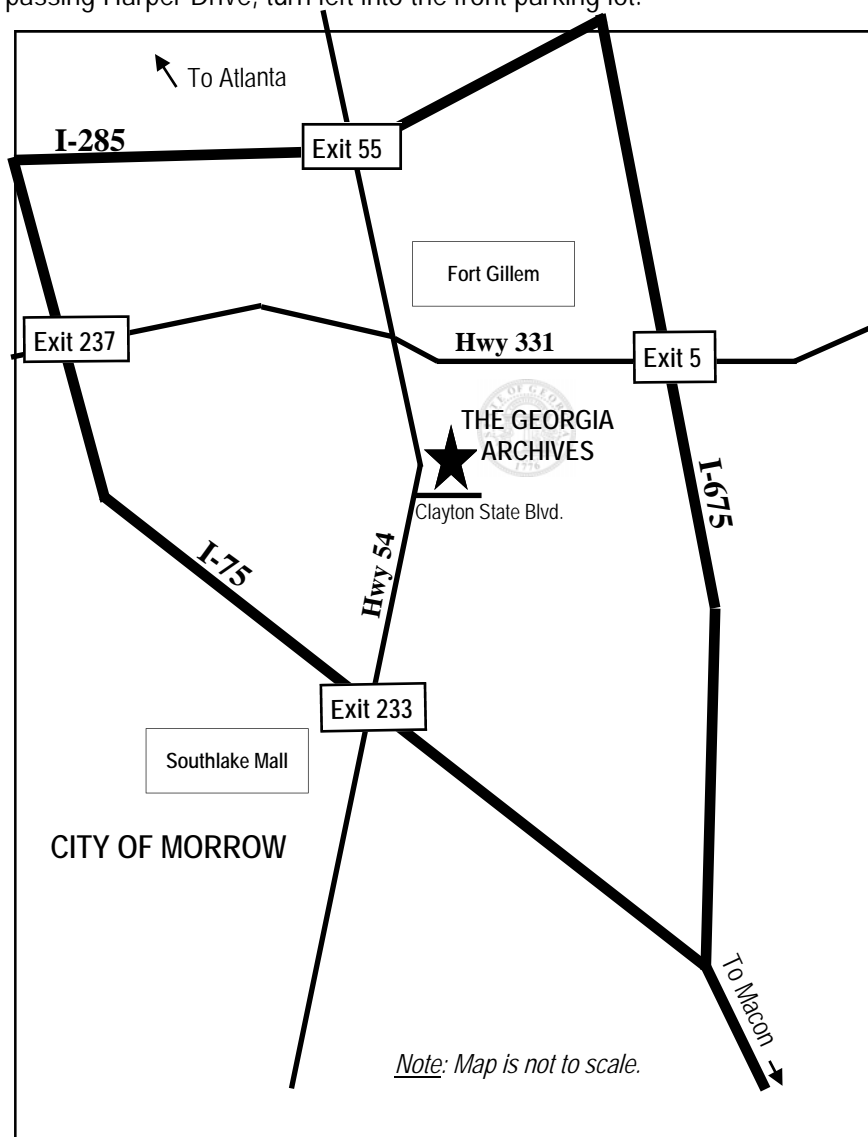
From I-285: Take Interstate 285 to Exit 55 (Jonesboro Road/Highway 54). Turn south and travel approximately four miles. After passing Harper Drive, turn left into the front parking lot.

### By Bus or Train

Take MARTA to the *Airport Station*, and transfer to C-TRAN Bus 501 Southbound. Exit the bus at the *Clayton State Boulevard/ North Lake Drive* stop. Contact C-TRAN at 770-472-8800, [www.web.co.clayton.ga.us/ctran](http://www.web.co.clayton.ga.us/ctran). or MARTA at 404-848-4711, [www.itsmarta.com](http://www.itsmarta.com).

### By Taxi

The Georgia Archives is twelve miles from Hartsfield-Jackson International Airport and fifteen miles from downtown Atlanta.





## APPENDIX A

### PROHIBITED FOOD LIST

The following foods are not permitted in the Georgia Archives due to potential damage to the building and its furnishings.

#### Prohibited in Carpeted Areas (classrooms and board room)

- Red wine or dark colored juices
- Powdered sugar or other powdery coatings
- Bleu cheese and other crumbly cheeses
- Finely-grated, loose cheeses
- Brownies and other soft, oily cookies that crumble easily
- Avocado/guacamole

#### Prohibited in Areas with Marble Flooring (lobby)

- Red wine or dark colored juices
- Lemonade, limeade, orange juice, or other acidic juices
- Pickles or other acidic foods
- Avocado/guacamole



## Appendix B

### Georgia Archives Catering Contract

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*This contract shall apply both to professional caterers and clients who bring in their own food.*

#### Arrival

1. Caterer may not enter the building until 8:15 a.m.
2. There is no unloading of food, etc. in the front of the building. All unloading must take place via the loading dock.
3. Any caterer staying to serve at a function must unload the food and equipment onto the loading dock and then move the vehicle out of the loading dock area to the parking lot until the event is over. The vehicle may be moved back to the loading dock when the event has ended to re-load equipment. There is no charge to park in the parking lot.
4. All caterers must enter the building through the loading dock doors.
5. All catering personnel must sign in at the back door entrance and wear a Georgia Archives Vendor badge.
6. All catering personnel entering the building must see the event personnel upon arrival.

#### Departure

1. All caterers must see the event personnel upon leaving the building so that the rooms used may be checked.
2. All catering personnel must sign out at the back door entrance and return the Georgia Archives Vendor badge.
3. The Georgia Archives is not responsible for any items left in the building. The caterer must make sure all supplies and equipment are removed upon departure.

#### Cleanup/Trash Removal

1. All caterers using the catering kitchen (Room 224) are responsible for cleaning the room and all used appliances after each use. Failure to do so will result in a charge for additional cleanup.
2. All caterers delivering or picking up in the building are responsible for the cleanup of any spills made in any of the rooms, hallways, or walkways used. Failure to do so will result in a charge for additional cleanup.

#### Cooking Regulations

1. Caterers will have use of the catering kitchen and equipment including appliances at no additional charge.
2. No open-flame cooking is allowed in the building or on the exterior grounds.
3. If alcohol is served, the open bar will close no later than thirty minutes before the end of a function.
4. The following foods are restricted in the Georgia Archives (please contact Public Services staff for details): red wine or dark colored juices, powdered sugar or other powdery coatings, bleu cheese and other crumbly cheeses; finely grated, loose cheese; brownies and other oily cookies that crumble easily; acidic beverages/foods such as lemonade, orange juice, or pickles; avocados/guacamole.

#### Decorations

1. All decorations and event floor plans must be approved by the Georgia Archives.
2. No candles, confetti, streamers, or petals may be used in the building or on the exterior grounds.

#### Required from Professional Caterers

Certificate of Insurance

Date Received: \_\_\_\_\_

Alcoholic Beverage Caterer License (if applicable)

Date Received: \_\_\_\_\_

The Archives reserves the right to cancel any event for which the above terms of the contract have either not been fulfilled or have been violated prior to or during the event. Caterers may be removed from the Georgia Archives' approved list at any time. Signature below indicates acceptance of the above conditions.

\_\_\_\_\_  
Name of Company or Group

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Catering Representative (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Georgia Archives Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date